



City of San Antonio

Agenda Memorandum

File Number: 18-4253

Agenda Item Number: 5.

Agenda Date: 8/9/2018

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for Moving Services

SUMMARY:

This ordinance authorizes a contract with Move Solutions, LTD to provide all labor, material, equipment and cargo vehicles necessary to perform moving services for the City of San Antonio for an estimated annual cost of \$180,000.00. Funding for this contract is available through City departments' FY2018 Operating Budget.

BACKGROUND INFORMATION:

Submitted for Council consideration and action is a proposal submitted by Move Solutions, LTD to provide moving services for various City departments. These services are required to move, relocate, disassemble and reassemble office furniture, office furnishings, modular furniture, partitions, records management file systems, book cases, other equipment, boxes, crates, and general office effects and miscellaneous supplies as required to move City departments and facility furnishings. The contractor will provide all labor, packing material, cardboard boxes, heavy duty plastic crate containers, equipment, vehicles, and coordinate with City departments for pre-move assessment, move plan and schedule and execution of services.

The City issued a Request for Competitive Sealed Proposals (RFCSP) for "Moving Services" (RFCSP 6100010096) on March 16, 2018, with a submission deadline of April 25, 2018. Three proposal responses were received. One proposal was deemed non-responsive by the Economic Development Department due to respondent's failure to meet the Small Business Economic Development Advocacy subcontracting requirement. Move Solutions, LTD was selected based on the City's standard RFCSP evaluation process.

The evaluation committee consisted of representatives from the Transportation and Capital Improvements Department, Building and Equipment Services Department, San Antonio Public Library, Department of Human Services, and San Antonio Metro Health Department. The Finance Department, Purchasing Division facilitated by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal response was based on a total of 100 points; 40 points allotted for Experience, Background, Qualifications; 40 points allotted for Proposed Plan; and 20 points allotted for respondent's Price Schedule. Additional categories of consideration included references and financial qualifications.

The evaluation committee met on June 27, 2018 to evaluate the two responsive proposals received. After committee review and discussion, individual technical scores were submitted. Once scores were finalized by the selection committee, the pricing scores were revealed. Move Solutions, LTD received the highest ranking and was recommended for award by the evaluation committee.

The initial term of the agreement shall be upon award through June 30, 2021. Two additional one-year renewals at the City's option shall also be authorized by this ordinance.

ISSUE:

This contract will provide a contractor to coordinate and perform all activities required to move, relocate, and set up office furniture, office furnishings, modular furniture, partitions, records management file systems, book cases, other equipment, boxes, crates, and general office effects and miscellaneous supplies as required to move City departments and facility furnishings. The contractor shall provide all labor, materials, supplies, and equipment and cargo vehicles necessary to perform all moving services. All information technology equipment, including copiers, computers, telephones and fax machines are excluded from this contract.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. Move Solutions, LTD has committed to satisfying the 25% Minority and/ or Women-Owned Business Enterprise (M/WBE) subcontracting goal.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business (VOSB) Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

ALTERNATIVES:

Should this contract not be approved, various city departments would be required to process individual procurements for moving services on an as needed basis thus affecting the timeliness of department moving requirements. Departments do not have the staff to perform these services in-house. Processing individual procurements on an as needed basis will affect the cost due to non-contract pricing.

FISCAL IMPACT:

This ordinance authorizes a contract with Move Solutions, LTD to provide all labor, material and equipment necessary to perform moving services for city departments throughout the City of San Antonio for an estimated annual cost of \$180,000.00. Funding for this contract is available through the FY 2018 Operating Budget.

RECOMMENDATION:

Staff recommends approval of this contract with Move Solutions, LTD to provide moving services to various city departments on an as-needed basis for an estimated cost of \$180,000.00 annually.

This contract is procured by means of Request for Competitive Sealed Proposals and a Contracts Disclosure Form is required.