



Recommendation for Action

File #: 21-1249, **Agenda Item #:** 58.

3/4/2021

Posting Language

Authorize award of a contract with Expert Relocation Services, LLC, to provide citywide moving and relocation services, for a term of two years for a total contract amount not to exceed \$3,057,400.

(Note: 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).

Lead Department

Purchasing Office.

Client Department(s)

All City departments.

Fiscal Note

Funding in the amount of \$891,742 is available in the Fiscal Year 2020-2021 Operating Budget of various City departments. 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](https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=134442)
<https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=134442>.

For More Information:

Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or AgendaOffice@austintexas.gov <<mailto:AgendaOffice@austintexas.gov>>

NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person: Brenita Wilkison, at 512-974-3164 or brenita.selement@austintexas.gov <<mailto:brenita.selement@austintexas.gov>>.

Council Committee, Boards and Commission Action:

October 12, 2020 - Recommended unanimously by the Electric Utility Commission on a 7-0 vote, with Commissioner Hadden of the dais and Commissioners Funkhouser, Stone and Wray.

October 14, 2020 - Recommended by the Water and Wastewater Commission on a 9-0 vote, with Commissioner Turrieta absent.

Additional Backup Information:

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.

The solicitation allowed for three additional one-year options; staff will return to council for additional authorization at that time if needed.

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.

Strategic Outcome(s):

Government that Works for All.