

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Less 18-115T - Moving and Relocation Services

This request is to approve the recommendation to award Invitation to Bid (ITB) 18-115T - Moving and Relocation Services for a three (3) year contract from January 1, 2018 through December 31, 2020. The District does many relocations during the year, both within a school/department campus and to external sites. Procurement & Warehousing Services (PWS) handles the majority of the moves; however, there are jobs that require large amounts of labor in a short time frame which PWS cannot provide. Therefore, an outside company is used to supplement the PWS staff.

The solicitation for this ITB ran from September 6, 2017 through September 29, 2017. The bid was awarded to a primary and an alternate vendor who met all specifications, terms, and conditions of the bid. Including an alternate awardee allows for continuity of services in the event that the primary vendor cannot comply with delivery requirements, specifications, or in emergency cases.

The current ITB 13-037T, Moving of Furniture, Equipment and Miscellaneous Items was approved as Post Board Approval on December 18, 2012, for a five (5) year term.

With ITB 18-115T, the District received a more favorable hourly rate of \$17 hourly for a laborer, compared to a \$17.50 hourly rate being paid with the previous ITB 13-037T. This represents an approximate three (3) percent reduction of cost per labor hour.

Financial Impact

The budget to cover these services comes from the Office of Facilities and Construction's operating budget. PWS and Physical Plant Operations departments are responsible for supervising the services. The total spending authority requested is \$325,000 as demonstrated in the breakdown below:

(historical average monthly expenditures)	\$ 8,202
(number of months)	36
(estimated forecasted spend)	\$ 295,272
(ten (10) percent provision)	\$ 29,528
(total spend authority (rounded))	\$ 325,000