



AGENDA MEMORANDUM

Action Item for the City Council Meeting October 15, 2019

DATE: October 1, 2019

TO: Peter Zanoni, City Manager

FROM: Jim Davis, Director of Asset Management
JimD@cctexas.com
(361) 826-1909

Kim Baker, Director of Contracts and Procurement
KimB2@cctexas.com
(361) 826-3169

On-Call Moving and Relocation Services

CAPTION:

Motion authorizing a two-year service agreement with Advance Paving and Construction to provide on-call moving and relocation services for a total amount not to exceed \$150,000.00, with options to extend for up to three additional one-year periods at \$75,000.00 per option year, for a total amount not to exceed \$375,000.00, upon issuance of notice to proceed, with funding available in the Facility and Property Management Fund.

SUMMARY:

This service agreement will provide moving and relocation services at City owned facilities. These services are necessary to move furniture and files as needed and free up limited City resources within the Asset Management Department to do more mission critical work.

BACKGROUND AND FINDINGS:

The Asset Management department has 12 employees specifically geared towards trades such as HVAC, electrical, plumbing, and other skills to assist in the maintenance of the City's buildings. The department does not have positions specifically geared towards moving services. Instead, employees are being pulled from what they were originally hired on for, to assist with moving services.

The Contractor will furnish labor, materials, and equipment necessary to perform services at City owned facilities located throughout the City. Contractor is responsible for removing

existing office setups which include primarily furniture and files.

The Contracts and Procurement Department conducted a competitive Request for Bid process to obtain bids for a new contract. The City received two responsive, responsible bids, and is recommending the award to Advance Paving and Construction. Advance Paving & Construction met the City's minimum insurance requirements and the references provided positive feedback. This is a Job Order Contract, and the Contractor will provide services on an as needed basis.

ALTERNATIVES:

An alternative is for Asset Management to provide this type of service in-house. However, Asset Management is not adequately staffed, nor equipped to meet the needs of their customers for these types of services in a timely manner.

FISCAL IMPACT:

The fiscal impact for Asset Management in FY 2020 and 2021 is \$150,000.00, with the remaining cost budgeted in future years budgets through the annual budget process with options to extend this contract for up to three years at \$75,000, for a total amount not to exceed \$375,000.

Funding Detail:

Fund:	5115	Facility and Property Management
Organization/Activity:	40300	Facility Management and Maintenance
Mission Element:	191	Operate City Buildings & Facilities
Project # (CIP Only):	N/A	
Account:	530215	Maintenance & Repairs-Contracted

RECOMMENDATION:

Staff recommends approval of this motion authorizing a two-year service agreement, with options to extend for up to three additional one-year periods. with Advance Paving and Construction for on-call moving and relocation services as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation
Service Agreement