



# City of San Antonio

## Agenda Memorandum

**File Number:**

---

**Agenda Item Number:** 7

**Agenda Date:** January 25, 2024

**In Control:** City Council A Session

---

**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Annual Contract for Emergency Residential Moving Services – San Antonio Metropolitan Health District

**SUMMARY:**

This ordinance authorizes a contract with Davis Moving & Cleaning LLC to provide the San Antonio Metropolitan Health District (SAMHD) with coordination and performance of all activities required to move, relocate, set up furniture and other miscellaneous supplies as required for clients of the Violence Prevention Program for an estimated cost of \$90,000.00 annually with options to renew for four, one-year terms and an estimated total cost of \$450,000.00 with renewals. Funding is available from the General Fund FY 2024 Adopted Budget. Funding for subsequent fiscal years is contingent upon City Council approval of the annual budget and funds.

**BACKGROUND INFORMATION:**

Submitted for City Council consideration and action is the proposal submitted by Davis Moving & Cleaning LLC to provide the SAMHD with coordination and performance of all activities required to move, relocate, set up furniture and other miscellaneous supplies as required for victims of domestic violence under the Violence Prevention Program. Moving projects will consist of, but

not be limited to, all labor, materials, supplies, equipment and cargo vehicles necessary to perform the moving services. Moves will be from and to destinations within San Antonio, Texas, or surrounding Bexar County.

The Domestic Violence Program within SAMHD serves domestic violence victims and families in crisis. Often, SAMHD victim advocates and case managers need to relocate families to safer locations. The relocations are time sensitive as victims often have a limited time window for when they can move their belongings. The recommended vendor will provide emergency residential relocation in a swift manner in support of victims and families in need.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for Annual Contract for Emergency Residential Moving Services (RFCSP 23-014, 6100015552) on July 31, 2023, with a submission deadline of September 8, 2023. The RFCSP was advertised in the Hart Beat, TVSA channel, the City's Bidding & Contracting Opportunities website, the San Antonio e-Procurement system (SAEPS), and an email notification was released to a list of potential Respondents. Three (3) proposals were received and deemed eligible for evaluation.

The evaluation committee consisted of representatives from the San Antonio Metropolitan Health District. The Finance Department, Procurement Division, assisted by ensuring compliance with City procurement policies and procedures. The proposals were evaluated based on the firm's Experience, Background, and Qualifications, Proposed Plan, Price, and the Small Business Economic Development Advocacy Program. Additional categories of consideration included references and financial information.

The evaluation of each proposal response was based on a total of 100 points; 35 points allotted for experience, background, qualifications; 30 points allotted for proposed plan; 15 points allotted for respondent's price; and 20 preference points were allotted for the Small Business Economic Development Advocacy (SBEDA) Program. On October 4, 2023, the responses were discussed and evaluated by the evaluation committee and the top two Respondents were selected for interviews.

On October 27, 2023, interviews were conducted, and the respondents were again scored by the evaluation committee based on the aforementioned criteria. Individual scores were submitted, and aggregate scores were presented. After a recommendation for award was agreed upon by the evaluation committee, the pricing and SBEDA scores were revealed. Davis Moving & Cleaning LLC, the highest-ranking firm, was recommended for award by the evaluation committee.

The initial term of the agreement will begin upon City Council award through September 30, 2024. Four additional one-year renewals, at the City's option, will also be authorized by this ordinance.

This vendor has acknowledged to comply with the Heat Illness Prevention Ordinance, approved on August 31, 2023 through Ordinance #2023-08-31-0585.

**ISSUE:**

This contract will provide SAMHD with a qualified contractor to perform emergency residential moving services within San Antonio and Bexar County due to domestic violence. Staff recommends awarding a contract with Davis Moving & Cleaning Services LLC to provide the services as directed by the City.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. The Goal Setting Committee applied the Small Business Enterprise (SBE) Prime Contract Program with ten (10) evaluation preference points, the Minority/ Women-Owned Business Enterprise (MWBE) Prime Contract Program with ten (10) evaluation preference points. Davis Moving & Cleaning LLC was eligible to receive all specified points.

This contract is an exception to the Local Preference Program.

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

#### **ALTERNATIVES:**

Should this contract not be approved, SAMHD would be required to procure emergency residential moving services on an as-needed basis which could lead to higher and more volatile pricing. Processing individual requirements will affect the cost and timeliness of emergency moving services.

#### **FISCAL IMPACT:**

This ordinance authorizes a contract with Davis Moving & Cleaning LLC, to provide SAMHD with coordination and performance of all activities required to move, relocate, set up furniture and other miscellaneous supplies as required for clients of the Violence Prevention Program as directed by the City.

The estimated cost for this contract is approximately \$90,000.00 annually with options to renew for four, one-year terms and a total contract value of \$450,000.00 with renewals. Funding is available from the General Fund FY 2024 Adopted Budget. Funding for subsequent fiscal years is contingent upon City Council approval of the annual budget and funds.

#### **RECOMMENDATION:**

Staff recommends approval. This contract was procured by means of Request for Competitive Sealed Proposal and a Contracts Disclosure Form is required.