



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 6

Agenda Date: December 7, 2023

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for Moving Services - Citywide

SUMMARY:

This ordinance authorizes acceptance of a contract with Facilities RX, LLC to provide coordination and performance of all activities required to move, relocate, and set up City departments and facility furnishings for a total estimated annual amount of \$276,797 with a total contract value of \$1,383,981 over the contract term. Funding for this contract is for three years with two, one year renewal options and is available through the respective departments General Fund and Operating Budget.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is the proposal submitted by Facility RX, LLC to provide coordination and performance of all activities required to move, relocate, and set up City departments and facility furnishings.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for an Annual Contract for Moving Services - Citywide on June 2, 2023, with a submission deadline of July 7, 2023. The

RFCSP was advertised in the Hart Beat, 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. Six (6) proposals were received. Three (3) proposals were deemed non-responsive for failure to meet the Small Business Economic Development Advocacy (SBEDA) Program subcontracting requirements. The remaining three (3) proposals were deemed eligible for review.

An initial evaluation meeting was held with the evaluation committee on September 1, 2023, to evaluate the proposals received. The evaluation committee consisted of representatives from the Building and Equipment Services Department, the San Antonio Public Library, the Public Works Department, the Department of Human Services, and 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 firms' experience, background, qualifications, proposed plan, price, and SBEDA Program. Additional categories of consideration included references and financial information.

The evaluation of each proposal response was based on a total of 100 points; 30 points were allotted for experience, background, qualifications; 30 points were allotted for proposed plan; 20 points were allotted for pricing; and 20 points were allotted for the SBEDA Prime Contracting Programs. The responses were discussed and evaluated by the evaluation committee and all respondents were selected for interviews.

On September 29, 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 for the criteria scored by the evaluation committee. After finalization of the evaluation committee scoring, the pricing and SBEDA scores were revealed. Facility RX, LLC was recommended for award by the evaluation committee.

The initial term of the agreement will begin on upon Council award through June 30, 2026. Two (2) additional one-year renewals, at the City's option, will also be authorized by this ordinance.

ISSUE:

This contract will provide all City departments with a contract to provide coordination and performance of all activities required to move, relocate, and setup office furniture, office furnishings, modular furniture, partitions, records management file systems, book cases, other equipment, boxes, crates, general office effects and miscellaneous supplies as required to move City departments and facility furnishings to and from their respective destinations within San Antonio, TX and surrounding Bexar County.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts be reviewed by a Goal Setting Committee to establish a requirement and/or incentive unique to the particular contract in an effort to maximize the amount of small, minority, and women-owned business participation on the contract. The Goal Setting Committee applied the Small Business Enterprise Prime Contract

Program with ten (10) evaluation preference points and the Minority/ Women-Owned Small Business Enterprise Prime Contract Program with ten (10) evaluation preference points. These will be awarded to a SBEDA eligible Prime Contractor if they are a certified SBE and M/WBE firm located within the San Antonio Metropolitan Statistical Area. Additionally, the Goal Setting Committee also set a twenty six percent (26%) Minority/ Women-Owned Business Enterprise (M/WBE) subcontracting goal and the Prime Contractor needs to commit to meeting the goals or ensure M/WBE subcontractor participation.

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, City Departments would be required to process individual procurements to perform these moving services. The absence of an annual contract would require the creation of individual purchase orders at varying rates for relocation and moving services, which would increase the financial and administrative burden on City departments. Furthermore, departments do not have the staff to perform these services in-house.

FISCAL IMPACT:

This ordinance authorizes a contract with Facility RX, LLC to provide coordination and performance of all activities required to move, relocate, and set up to move City departments and facility furnishings for a total estimated annual amount of \$276,797 with a total contract value of \$1,383,981 to be funded with the respective departments General Fund and Operating Budget.

Funds are not encumbered by this ordinance. All expenditures will be in accordance with the Department's adopted annual budget approved by City Council.

RECOMMENDATION:

Staff recommends approval of this contract with Facility RX, LLC to provide the City relocation and moving services of city property and furnishings for an estimated annual amount of \$276,797 with a total contract value of \$1,383,981.

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

