

Purchase Request #4
Regular Board Meeting September 13, 2021
Consideration of Approval to Contract for Moving Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with A-Rocket Moving & Storage for moving related logistical services.

BACKGROUND

The facilities services department coordinates, and schedules moves within the College and relies on an external moving company to assist with planning and facilitating the movement of physical assets and personal effects. The need is intensified by the number and size of moves required due to ongoing renovation projects and completion of new facilities.

Request for proposals #21-26 was issued on July 6, 2021, to procure moving services. Four responses were received and evaluated by a team comprised of representatives from facilities services who determined the proposal submitted by A-Rocket Moving & Storage will provide the best value to the College.

IMPACT OF THIS ACTION

The business of the College would be unduly hindered, and occupancy of newly renovated and constructed buildings would be delayed, if the use of an outside moving firm was not utilized. A professional moving company has the equipment, resources and manpower to manage both small and large scale moves.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$150,000 and will be funded from the facilities services department's 2021-2022 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

The initial one-year award term will commence on September 14, 2021, with renewal options of four one-year terms.

ATTACHMENTS

Attachment 1 – Evaluation Summary

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Farrah Khalil	281-998-6326	farrah.khalil@sjcd.edu

ATTACHMENT NO. 1

**RFP 21-26 Moving Services
Evaluation Summary**

Stated Criteria	Maximum Value	A-Rocket Moving & Storage	Corporate Relocators LLC	Roadrunner Moving & Storage	Wald Relocation
Qualifications and experience of firm	90	72	69	71	73
Qualifications and experience of personnel	30	26	24	25	24
Project understanding, approach and management	90	65	69	76	68
Price proposal	90	90	35	51	54
Total (100 x 3 Evaluators)	300	253	197	223	219

Final Ranking

	Vendor Name	Total Score
1	A-Rocket Moving & Storage	253
2	Roadrunner Moving & Storage	223
3	Wald Relocation	219
4	Corporate Relocators	197