



City Council Report

Date: December 2, 2019
To: City Council
Through: Michael Kennington, Deputy City Manager/Chief Financial Officer
From: Edward Quedens, Business Services Director
Matt Bauer, Procurement Administrator
Subject: One-Year Renewal to the Term Contract for Moving Services for Citywide Departments as requested by the Business Services Department **(Citywide)**

Recommendation

Council is requested to approve the contract renewal as recommended.

The Business Services Department and Purchasing recommend authorizing the renewal with Beltmann Relocation Group at \$40,000 annually, based on estimated usage.

Background / Discussion

This contract provides moving services including moving of office furniture, modular furniture, supplies and equipment, computer equipment, vertical and lateral files, cabinets, boxes, files, books, pictures, laboratory equipment, within a building or from one building to another, or different locations within the City including pickup, delivery, placement and removal of moving debris.

Management administratively approved this contract for Years 1 through 4 to the highest scored proposal from Beltmann Relocation Group, based on the annual contract threshold of \$25,000 (the initial three-year on 11/9/2015 and the one-year renewal on 6/27/2018). Citywide departments have been successfully using this contract for calendar years 2016 through 2019. Usage has increased for moving services over the last year. Purchasing recommends increasing the contract value to \$40,000 for 2020.

Beltmann Relocation Group has requested to renew the contract with an overall increase of 2% which is allowable per specification. The Consumer Price for 12 months in May 2019 was 2%. The vendor has not requested an increase in the past. The City has been satisfied with the vendor's performance. This contract continues to be advantageous to the City and it is in the City's best interest to renew the contract for the final year.

Purchase Information

Action: Renewal (2nd of 2 Possible)
Procurement Type: Request for Proposals
Contract Number: 2015310
Original Council Award Date: 11/9/2015
Initial Contract Term: Three years
Funding Source: Operating budget of the individual Department using contract services