



City Council Report

Date: January 13, 2020
To: City Council
Through: Michael Kennington, Deputy City Manager/Chief Financial Officer
From: Edward Quedens, Business Services Director
Matt Bauer, Procurement Administrator
Subject: Dollar Limit Increase to the Term Contract for Moving Services (Year 4) for Citywide Departments as requested by the Business Services Department (Citywide)

Recommendation

Council is requested to approve the contract amendment as recommended.

The Business Services Department and Purchasing recommend increasing the dollar limit with Beltmann Relocation Group by \$15,000, from \$25,000 to \$40,000 annually for Year 4, 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.

Based on the annual contract threshold being \$25,000, management administratively approved this contract for Years 1 through 4. Year 4 (1/1/2019 to 12/31/2019) has been a busier year for moving including the Fire and Medical Department; the Parks, Recreation and Community Facilities Department; the Community Services Department; and the Police Department. The increase of \$15,000 is needed because of the increased usage.

On 12/2/2019, Council approved the one-year renewal for Year 5 at \$40,000 which included capacity for increased usage.

Purchase Information

Action: Amendment
Procurement Type: Request for Proposals
Contract Number: 2015310
Funding Source: Operating budget of the individual Department using contract services

Dollar Limit History

Management approved Renewal (Year 4) 7/12/2018:	\$25,000.00
Dollar Limit Increase Request 1/13/2020:	\$15,000.00
New Contract Value (Year 4):	<u>\$40,000.00</u>