



City Council Report

Date: December 1, 2022
To: City Council
Through: Michael Kennington, Deputy City Manager/Chief Financial Officer
From: Edward Quedens, Business Services Director
Kristy Garcia, Procurement Administrator
Subject: Dollar Limit Increase to the Term Contract for Moving Services for Various Departments (as requested by the Engineering Department) **(Citywide)**

Recommendation

Council is requested to approve the contract amendment as recommended.

The Engineering Department and Purchasing recommend increasing the dollar limit with Modlogics, LLC, Years 2 and 3 by \$75,000, from \$25,000 to \$100,000, based on estimated requirements.

Background / Discussion

This contract provides moving services as requested by the City ensuring the smooth and on-time relocation of the offices specified by the City. Moving services include, but are not limited to, 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.

On March 9, 2021, management administratively approved a three-year term contract to the highest scored proposal from Modlogics, LLC at \$25,000 annually. The City is in Year 2 (4/1/2022 to 3/31/2023); the contract has a balance of approximately \$15,000.

The Engineering Department has requested the increase for several large upcoming moves that will occur before the end of FY 2023 (6/30/2023):

1. Human Resources and City Auditor Departments to Mesa City Plaza, Second Floor
2. Economic Development to Visit Mesa Building
3. Police Department MCHE to Mesa Family Advocacy Center (MFAC)

Staff estimates the increase of \$75,000 will be adequate for the large moves.

Purchase Information

Action: Amendment
Procurement Type: Request for Proposals

Contract Number: 2021046

Initial Contract Term: Three years

Possible Renewals: Up to a maximum of two years subject to Administrative review and approval

Funding Source: Individual Department's operating budget

Dollar Limit History

Original Management Administrative Award – 3/9/2021:	\$25,000.00
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Dollar Limit Increase Request (combined Years 2 and 3) – 12/1/2022:	<u>\$75,000.00</u>
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New Contract Value (through Year 3 ending 3/31/2024):	<u>\$100,000.00</u>
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Annual Contract Value (Years 4 and 5) Unchanged:	\$25,000.00
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