



City Council Report

Date: May 6, 2024
To: City Council
Through: Michael Kennington, Deputy City Manager/Chief Financial Officer
From: Edward Quedens, Business Services Director
Kristy Garcia, Procurement Administrator
Subject: Three-Year Term Contract with Two-Year Renewal Options for Modular Furniture Disassembly, Relocation, and Installation Services for the Business Services Department **(Citywide)**

Recommendation

Council is requested to approve the award as recommended.

A committee representing the Business Services Department and Procurement Services evaluated responses. The evaluation committee recommends awarding the contract to the three (3) highest scored responses from Elontec, LLC., the Manning Group, LLC., and Modlogics, LLC. at \$450,000 annually, with an annual increase allowance of up to 5% or the adjusted Consumer Price Index.

Background / Discussion

This contract will provide a qualified contractors list to perform modular furniture disassembly, relocation, and installation services at various locations throughout the City. The City has several projects underway that require disassembly, relocation, and installation services that are critical to the success of the projects. Upcoming future projects may include the CK Luster Building, Police Headquarters, and the Mesa Center for Higher Education. Other projects will be on an as-needed basis. Contractors may also be requested to clean panels before installation as well as move other items such as filing cabinets, chairs, appliances, etc.

Staff issued a Request for Qualifications to all registered and known modular furniture disassembly, relocation, and installation contractors. Four (4) responses were received. The responses were evaluated by a committee in accordance with the City's established policies and procedures. The three (3) highest scored responses are being recommended for award. The evaluation committee unanimously agreed on the recommendation.

Purchase Information

Action: Award
Procurement Type: Request for Qualifications
Contract Number: 2024107
Local Consideration: Policy did not apply to this procurement method

Protests Received: None

Initial Contract Term: Three (3) years

Possible Renewals: Up to a maximum of two (2) years subject to Administrative review and approval

Funding Source: Individual Departments' operating budget/project budget that will be utilizing these services.

Bid or Proposal Responses

Dave Scott & Associates, Inc.
Phoenix, AZ

Elontec, LLC. (Recommended)
Phoenix, AZ

The Manning Group, LLC. (Recommended)
Phoenix, AZ

Modlogics, LLC. (Recommended)
Phoenix, AZ

Qualification Scoring Results

Criteria	Points Possible	Dave Scott & Associates	Elontec	Manning Group	Modlogics
Qualifications	300	178.75	270.00	258.75	233.75
Solution	200	112.50	178.75	167.50	161.25
Total	500	291.25	448.75	426.25	395.00