

Purchase Request #3
Regular Board Meeting January 26, 2016

Consideration of Approval of Additional Funds for Relocation and Moving Services

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve the expenditure of additional funds for the purchase of relocation and moving services from Berger Transport & Storage for the District.

BACKGROUND

This request will increase our current annual contract to cover the cost of additional moving services for the construction at the Central Park Campus and elsewhere throughout the District.

Vendor has a contract through the Educational and Institutional (E&I) Cooperative, Inc. cooperative contracts program to provide moving and relocation services, Contract Number CNR-01259, and is in compliance with the competitive procurement methods set forth in Section 44.031 of the Texas Education Code, as permitted under Section 791.001(g) of the Texas Government Code.

IMPACT OF THIS ACTION

Facilities and Purchasing departments coordinate and schedule all moves within the District and must rely on an external moving company to assist with planning and facilitating the moving of personnel and physical assets within the District. The need is intensified by the number and size of moves required due to ongoing renovation projects and completion of new facilities. The business of the District would be hindered and occupancy of newly renovated and constructed buildings would be delayed if the use of an outside moving firm was not utilized.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In April 2015, the Board approved an estimated expenditure of \$35,000.00 for moving and relocation services. This request would increase the total amount approved by \$10,000.00 to a total of \$45,000.00. This expenditure will be funded by the Building Fund and various departments' Fiscal Year 2016 operating budgets.

MONITORING AND REPORTING TIMELINE

The initial contract term is 5/27/2015 through 5/26/2016.

RESOURCE PERSONNEL

Ken Lynn	Acting VP of Administration/CFO	972-758-3831
Cindy L. White, CPPO, CPPB	Director of Purchasing	972-758-3871
Ed Leathers	Executive Director of Facility, Construction and Grounds	972-881-5142