

Purchase Request #7
Regular Board Meeting May 24, 2016
Consideration of Approval to Renew Annual
Contract for Relocation and Moving Services

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve a renewal of the annual contract for relocation and moving services provided by Berger Transport & Storage for the District.

BACKGROUND

Reference Number (REF) 3144, was issued in May 2009, to track the volume of spend for relocation and moving services for the District. The Board approved the original contract with Berger Transport & Storage in May 2009.

Berger Transport & Storage 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 requirements set forth in Section 44.031 of the Texas Education Code, as permitted through Section 791.011 of the Texas Government Code.

IMPACT OF THIS ACTION

The Facilities and Construction department coordinates and schedules all moves within the District and must rely on an external moving company to assist with planning and facilitating the moving of physical assets within the District. The District has been using Berger Transport for the last eight years, utilizing the E&I contract, and has been consistently provided with great customer service and professional moving and relocation services.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$50,000.00. This expenditure will be funded by the District's 2015-2016 operating budget and subsequent year's budget, subject to Board approval.

MONITORING AND REPORTING TIMELINE

The term of contract will be May 27, 2016 through August 31, 2017.

RESOURCE PERSONNEL

Ken Lynn

Acting VP of Administrative Services/CFO

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