

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve a new contract with **Lile International Companies** for the Roosevelt Operations Center relocation and moving services.

Backgrounder No

Board Meeting Date: July 7, 2009

Project or Job Name: Moving and Relocation Services

Project Contact: Kevin McCarthy Ext. 3778

Purchasing Contact: Guy Melton Ext. 3306

Action Requested:

Contract Award
 Contract Renewal
 Contract Increase
 Other

Contract Amount:

Original Contract Amount: \$386,565

Additional \$ Previously Approved: \$0

Invoices over last approval: \$0

Percentage over last approval: 0%

Amount this Request: \$ 386,565

Resulting Cumulative Total: \$ 386,565

Funding Source:

Budget
 Reserves
 New Revenue
 Bonding
 Other

Contracting Method:

Method of Solicitation: Request for Proposals

If applicable, basis for exemption: _____

Term of Agreement: July 8, 2009 – June 30, 2011

Option to Renew? Yes

Approval for purchases "as needed" for the life of the contract No

Form of Contract:

Single Purchase
 Services
 Personal Services
 Construction
 IGA
 Price Agreement
 Other

Narrative:

The Board is being asked to approve a new contract with **Lile International Companies** for the Roosevelt Operations Center relocation and moving services.

In May 2009, EWEB requested proposals (RFP) from qualified moving firms interested in assisting EWEB with relocation services and moving to the Roosevelt Operations Center. The RFP was issued, and two proposals were received and evaluated based on the evaluation criteria outlined in the solicitation documents. Lile International was determined to be the highest-ranked proposer.

The contract will provide move planning, expected packing, and other relocation services to assure the successful relocation of EWEB's existing operations departments to the Roosevelt Operations Center. The relocation is scheduled to take place in late 2010. Staff's intent for contracting with a moving company at this time is to begin a series of planning meetings to strategize and develop a master moving plan for the organization. Lile will work with staff on packing techniques, staging, and to prepare them for the actual move.

Proposers were asked to submit a lump sum total move cost; Lile International Companies has proposed to complete the move for \$386,565.

This contract, if approved, will be for two-years with an option to renew if needed to accomplish this project.

ACTION REQUESTED:

Staff requests the Board approve a new contract with **Lile International Companies** for the Roosevelt Operations Center relocation and moving services. Funds for these services were budget for 2009 and will be budgeted annually.

SIGNATURES:

Project Coordinator: _____

Supervisor: _____

Purchasing Manager: _____

Division Director: _____

General Manager: _____

Board Approval Date: _____

Secretary/Assistant Secretary verification: _____