



City of Las Cruces®

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 16 Ordinance/Resolution# 09-10-462 Council District: 1

For Meeting of January 19, 2010
(Adoption Date)

TITLE:

A RESOLUTION AWARDING A CONTRACT FOR PROFESSIONAL MOVING SERVICES TO RELOCATE PAPER GOODS, ELECTRONICS, FILING CABINETS, AND FURNITURE IDENTIFIED TO BE REUSED AT THE NEW CITY HALL, RFP #09-10-462, TO _____, IN THE AMOUNT OF _____; PLUS NEW MEXICO GROSS RECEIPTS TAX IN THE AMOUNT OF _____; PLUS AUTHORIZING A PROJECT CONTINGENCY IN THE AMOUNT OF _____; FOR A TOTAL AUTHORIZATION OF \$ _____.

PURPOSE(S) OF ACTION:

Award a moving services contract for the New City Hall project.

Name of Drafter: <i>KH</i> Kyle Heltne, Project Manager		Department: <i>DM</i> Facilities/Project Mgmt.		Phone: 541-2905	
Department	Signature	Phone	Department	Signature	Phone
Facilities Department	<i>[Signature]</i>	541-2651	Budget	<i>[Signature]</i>	2300
			Assistant City Manager	<i>[Signature]</i>	2271
Legal	<i>[Signature]</i>		City Manager	<i>[Signature]</i>	2076

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

The New City Hall began its design phase on January 17, 2006, with the intention of building a "one-stop-point-of-service" location to serve the citizens of Las Cruces as part of Resolution 05-06-065. Subsequently, the construction phase of the project began on December 17, 2007, with the award of Resolution 07-08-033.

Construction of the facility is scheduled to be completed by mid-February. City Departments that are currently housed at City Hall, City Office Center, and other locations throughout the City will need to be moved into the New City Hall. This includes moving desktop computers, electronic equipment, filing cabinets, furniture, paper goods, and other office-related items for approximately 285 employees.

To help facilitate the move, City staff has engaged in a Request for Proposal process (RFP No. 09-10-462) to procure professional moving services. In addition, the Purchasing section has engaged in various outreach activities to help encourage local vendor

participation for this type of procurement. Proposals were received and opened on January 13, 2010 and have been evaluated based on criteria including, but not limited to, approach to the project, previous performance with other clients, and cost. Funding for this service was recently approved by City Council through the mid-year budget adjustment process in an amount not to exceed \$100,000.00.

There are a number of benefits associated with using a professional moving company. These include minimizing the possibility of staff injury, workers compensation claims, and potential loss of work time if staff carries out the move. In addition, a professional moving company has the appropriate staff, equipment, experience, bonding, and insurance to carry out this process safely and efficiently. Potential damage claims would be handled through the mover, instead of claims against the City's self-insurance fund. Two additional considerations include allowing City administrative staff to focus on their regular duties rather than a complete move, and allowing Building Services to focus on work-orders and other preventive maintenance activities. Ultimately, this approach allows the City to provide the best service possible to its citizens with minimal interruption.

Due to the timing involved in terms of completion of the building, installation of furniture, availability of funds, etc., City Council is being asked to amend the Resolution at the meeting and allow staff to proceed with award of a contract.

SUPPORT INFORMATION:

Fund Name / Account Number	Amount of Expenditure	Budget Amount
General Fund – Purchased Srvcs 10123010-722190	\$ TBD	\$100,000.00

1. Resolution
2. Exhibit A – Purchasing Manager's Request to Contract Form
3. Proposal documents submitted by _____

OPTIONS / ALTERNATIVES:

1. Vote "No" and reject the Resolution. Such action would not authorize City staff to enter into a contract for moving services and potentially delay the move-in timeline.
2. Vote "Amend" and modify the Resolution to incorporate the recommended vendor and contract, gross receipts tax and contingency dollar amounts authorizing City staff to enter into a contract for moving services.

RESOLUTION NO. 09-10-462

A RESOLUTION AWARDED A CONTRACT FOR PROFESSIONAL MOVING SERVICES TO RELOCATE PAPER GOODS, ELECTRONICS, FILING CABINETS, AND FURNITURE IDENTIFIED TO BE REUSED AT THE NEW CITY HALL, RFP #09-10-462, TO _____, IN THE AMOUNT OF _____; PLUS NEW MEXICO GROSS RECEIPTS TAX IN THE AMOUNT OF _____; PLUS AUTHORIZING A PROJECT CONTINGENCY IN THE AMOUNT OF _____; FOR A TOTAL AUTHORIZATION OF \$ _____.

The City Council is informed that:

WHEREAS, the New City Hall began its design phase on January 17, 2006, as part of Resolution No. 05-06-065, with the intent of creating a "one-stop-point-of-service" location to serve the citizens of Las Cruces; and

WHEREAS, City Council approved Resolution No. 07-08-033, a construction contract with Jaynes Corporation, for this project; and

WHEREAS, the New City Hall is nearing completion so various City Departments made up of approximately 285 staff located throughout the City need to be relocated to the new facility; and

WHEREAS, A professional moving company can accomplish this task in a timely, safe, and efficient manner; and

WHEREAS, the use of such services will help minimize the possibility of staff injury, workers compensation claims, and potential loss of work time if city staff carries out the move; and

WHEREAS, this approach will allow City staff to concentrate on their regular duties in order to minimize any interruption of services provide by the City to the citizens of Las Cruces during the move.

NOW, THEREFORE, Be it resolved by the governing body of the City of Las Cruces:

(I)

THAT City staff is authorized to execute a contract between the City of Las Cruces and _____, in an amount of \$ _____, plus New Mexico Gross Receipts Tax (NMGRT) of \$ _____, plus a project contingency of \$ _____, for a total authorization of \$ _____.

(II)

THAT City staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above.

DONE and APPROVED this _____ day of _____, 2010.

APPROVED:

Mayor

ATTEST:

City Clerk

(SEAL)

Moved by: _____

Seconded by: _____

VOTE:

- Mayor Miyagishima: _____
- Councillor Silva: _____
- Councillor Connor: _____
- Councillor Pedroza: _____
- Councillor Small: _____
- Councillor Sorg: _____
- Councillor Thomas: _____

APPROVED AS TO FORM:



City Attorney