

January 21, 2010

10-053

ACCEPT PROPOSALS AND AWARD CONTRACTS
FOR MOVING, INSTALLATION, DE-INSTALLATION
AND STORAGE SERVICES

PREPARED BY: John Persen, Manager, Bond Program Procurement

FINANCIAL
RESPONSIBILITY: Linda Degman, Associate Director, Bond Program

APPROVED BY: Wing-Kit Chung, Vice President, Administrative Services
Randy McEwen, District Vice President
Dr. Preston Pulliams, District President

REPORT: With passage of the 2008 bond measure, the College has need to contract with qualified firms to provide Moving, Installation, De-Installation and Storage Services. The required services shall include, but are not limited to, the following: assist in moving, installation, de-installation, warehouse storage, and other aspects related to the occupancy of existing, renovated and/or newly-constructed buildings. Due to the multi-campus nature of these projects, PCC will create a list of qualified firms and coordinate these services for various projects on a project-by-project basis. The selected firms will work with a project manager to successfully perform moving, installation or de-installation of office systems and furniture, moving and storage of furniture and equipment, and provide any and all tools, machinery and labor to successfully and safely complete the project to the College's satisfaction.

A Request for Proposal (RFP) for these services was issued and made available to all interested firms on October 29, 2009. The RFP was advertised in the Daily Journal of Commerce and on the PCC Solicitation website. A total of nineteen (19) firms, which included movers, plan centers, and other interested parties, three (3) of which indicated they were certified MWESB firms, registered and downloaded a copy of the RFP document.

On November 19, 2009, a total of nine (9) proposals were received in response to the RFP. Written proposals were reviewed and scored by bond program evaluation committee members based on the following criteria: firm background; firm experience and success; experience of key personnel; project scheduling and coordination; fee; and MWESB experience.

Written proposal evaluation scores by the Bond Program evaluation committee are as follows:

<u>Firm</u>	<u>Points</u>
Lile International	525
Alexander's Mobility Services	495
Graebel Oregon Movers	486
Project Management Resources (PMR)	475
Willamette Express	457
Curl's	439
Accurate Installation	368
Castle Rock Moving	350
First Inc.	340

The Bond Program evaluation committee recommends awarding contracts to the five (5) highest scoring firms:

Lile International, (OMWESB, WBE #4248)
Alexander's Mobility Services, (Woman-Owned Business)
Graebel Oregon Movers
PMR, (OMWESB, ESB #3477)
Willamette Express

RECOMMENDATION: That the Board of Directors accept the proposals from and award moving, installation, de-installation and storage service contracts to Lile International, Alexander's Mobility Services, Graebel Oregon Movers, Project Management Resources (PMR), and Willamette Express in the amount of \$300,000 per vendor for the entire five (5) year term of the contract. All expenditures for these services will be from bond funds.