

June 21, 2018

18-145

AUTHORIZATION TO AWARD CONTRACTS FOR  
DISTRICTWIDE MOVING, INSTALLATION, DE-  
INSTALLATION AND STORAGE SERVICES

PREPARED BY: Sandy Wanner, Buyer/Contract Specialist, Bond Program

FINANCIAL RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services  
Linda Degman, Director, Bond Program

APPROVED BY: Jim Langstraat, Vice President, Finance and Administration  
Sylvia Kelley, Executive Vice President  
Mark Mitsui, College President

REPORT: With passage of the 2017 bond measure, Portland Community College (PCC) has a need to hire professional firms to assist in moving, installation, de-installation, and warehouse storage for multiple projects over several years to achieve the planning objectives of the College. 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 perform all duties to successfully and safely complete the project to the College's satisfaction.

Facilities Management Services also has a need for moving, installation and de-installation services and will be using these selected vendors as well.

On May 2, 2018, the Request for Proposals (RFP) was advertised in the Daily Journal of Commerce, State of Oregon (ORPIN), Portland Observer, and the PCC Solicitation Website. A total nine (9) vendors registered and received a copy of the RFP document and four (4) plan centers. Of the nine (9) vendors, three (3) are Oregon certified MWESB firms. At the proposal closing time of 2:00 P.M., June 4, 2018, the College received eight (8) proposals. The vendor proposals were evaluated based on their fees, project scheduling and coordination, firm background, experience of key personnel, MWESB experience and firm references.

The top six (6) proposals with the highest scores will be selected for contract award. Choosing six vendors allows us to spread the Bond and college's work through multiple companies and will guarantee that a firm will be available to meet our schedule when needed.

Vendors: Scores: MWESB:

<b>VGS Logistics</b>	<b>395</b>	<b>ESB</b>
<b>Lile North America</b>	<b>393</b>	<b>WBE</b>
<b>Suddath Relocations System of Oregon</b>	<b>373</b>	
<b>First, Inc.</b>	<b>359</b>	<b>MBE</b>
<b>Alexanders Mobility Services</b>	<b>328</b>	
<b>Willamette Express Ltd.</b>	<b>326</b>	
PDX Movers	200	
Chipman Relocation	76	

MWESB Note: Of the firms submitting proposals, three (3) are certified MWESB firms.

**RECOMMENDATION:** That the Board of Directors accept the top six (6) proposals for contract award to provide district wide moving, installation, de-installation and storage services to VGS Logistics, Lile North America, Suddath Relocations System of Oregon, First, Inc., Alexanders Mobility Services and Willamette Express Ltd. Cost for the Bond for these services is \$1,200,000 and for FMS is \$375,000. The term of the contract will be valid for five (5) years. Funding will be from the 2017 Bond Program, General Fund, and Capital Fund.