

BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2022-07

Meeting Date: October 25, 2021

Item Title: Professional Moving Services

BACKGROUND

Contractors for Trinity Metro are completing the construction of the new agency headquarters at 801 Grove Street. Trinity Metro is searching for a moving firm engaged in services that include planning, collecting materials, and moving employees and equipment.

In December 2021, Trinity Metro will open 801 Grove Street as the headquarters office. With that move, several relocations will take place:

- Burnett Plaza to Grove Street – 33 employees
- Burnett Plaza Storefront to Hershel R. Payne – 5 employees
- Burnett Plaza to 2304 Pine Street – furniture only
- 2304 Pine Street to Grove Street – 14 employees
- Hershel R. Payne to Grove Street – 26 employees
- 2304 Pine Street to Hershel R. Payne – 1 employee
- Moves throughout Hershel R. Payne – 23 employees
- 4th Street to Grove Street – furniture only
- 4th Street to 2304 Pine Street – furniture only

Once the initial relocation is complete, we expect periodic moves will be necessary. Therefore, this contract will cover all moving services required.

PROCUREMENT

Per the Trinity Metro Procurement Policy, Request for Proposal No. 21-T033 for Professional Moving Services was issued on August 11, 2021.

Three companies submitted a proposal to the formal solicitation. An evaluation committee reviewed the submissions, and based on the overall scores, All Points of Texas was the highest scored, most responsive, and responsible proposer.

The Trinity Metro Procurement Department has followed its procurement policy with this formal solicitation and complies with all applicable Federal, State, and Trinity Metro procurement requirements.

DBE UTILIZATION

The Disadvantage Business Enterprise (DBE) Goal for this solicitation is 5%.

