



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2008-02-27(3)

DATE: February 27, 2008  
TO: Board of Commissioners  
FROM: Michael Mirra, Executive Director  
RE: Moving Services Contract

### **Background**

On January 31, 2008, THA issued an Invitation To Bid (ITB) for Moving Services to help with the relocation of residents. The moving services will support construction activities at Salishan, Hillside Terrace Apartments and the re-occupancy of Salishan. The contractor will also provide any other moving services that THA may request, such as moves to accommodate a disabled tenant's disability. The contract term will be for one year, with the option to extend for one additional year.

THA published its ITB in The News Tribune on February 3, and February 6, 2008; in the Tacoma Daily Index on February 4 and 6, 2008; Seattle Daily Journal of Commerce on February 2 and 6, 2008; The Olympian on February 7, 2008; The Skanner on February 6, 2008; and the Portland Observer on February 6, 2008.

The Housing Authority emailed out (13) ITB's to potential bidders. Three (3) firms submitted bids on the due date of February 20, 2008 at 2:00 pm PST. The lowest bidder is evident by the Straight Time hourly rate only, as this is the bulk of the contract. The remaining bid items were evaluated for the lowest bidder and are considered to be within market standards. All bids were responsive, and responsible. The lowest bidder was Metropolitan Movers.

The bid results from lowest to highest bid are as follows:

<b>Company</b>	<b>Man hour - Straight time</b>	<b>Man hour - Overtime</b>	<b>Insurance Moving (Per \$1,000 replacement value)</b>
Metropolitan Movers, Inc.	\$29.90	\$49.75	\$15
Commercial Services and Consultants	\$46.00	\$69.00	\$25
City Moving Systems	\$63.00	\$75.00	\$14

Metropolitan Movers, Inc. is located in Tacoma, Washington and has previous experience working with the Housing Authority. Staff called references and all references returned positive experiences with the company.

The staff budget for the project is \$280,000.00 based on the following:

It is anticipated that the contractor will be moving approximately 65 families from the Salishan Area 2b, as well as 180 families into Salishan 5 and 6. In addition, they will be moving 104 families from Hillside Terrace's 1800 and 2500 block. All moves are the result of construction activities. The contractor will be moving residents out of their units prior to construction and will be performing the return move for residents upon construction completion. Construction for Salishan is underway. Single family moves are expected to start in support of re-occupancy of Salishan in April 2008. Construction for Hillside Terrace is scheduled to start in 2009. The contractor will also provide any other moving services requested by THA throughout the duration of the contract. A contract requirement is that the company has the capacity to move up to 6 families per day.

**Recommendation**

Approve Resolution 2008-02-27(3) authorizing the award of Contract Number WA:5-SAL/HH-H6M-09-08 to Metropolitan Movers, Inc. in the amount of \$280,000.00.



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2008-02-27 (3)

### Moving Services

**Whereas,** The Housing Authority of the City of Tacoma (the "Authority") solicited bids for Moving Services;

**Whereas,** The timely advertisements for bids were placed in the following publications and dates;

Morning News Tribune	2/3	2/6
Tacoma Daily Index	2/4	2/6
Seattle Daily Journal	2/2	2/6
The Olympian	2/7	
The Skanner	2/6	
The Portland Observer	2/6	

**Whereas,** 13 companies received the bid package;

**Whereas,** Bids were received in the following amounts;

Company	Man hour Straight time	Man hour Overtime	Insurance Moving (Per \$1,000 replacement value)
Metropolitan Movers, Inc.	\$29.90	\$49.75	\$15
Commercial Services and Consultants	\$46.00	\$69.00	\$25
City Moving Systems	\$63.00	\$75.00	\$14

**Whereas,** Staff determined that the lowest responsive and responsible bidder is Metropolitan Movers, Inc.; and

**Whereas,** Total financing for the work requires the use of various funding sources, including Capital Grant, HOME Funds, Tax Credit Equity and Federal, State and Local grants and loans;

**Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington that:**

1. THA accept the bid for Contract Number WA:5-SAL/HH-H6M-09-08 from Moving Services as a fair and reasonable bid and award the contract to Metropolitan Movers, Inc. in compliance with all bid documentation requirements in the amount of \$280,000.00.

**Approved: February 27, 2008**

  
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 Greg Mowat, Chairman

STAN RUMBALGH ACTING CHAIRMAN

