



# TACOMA HOUSING AUTHORITY

DATE: January 27, 2010  
TO: Board of Commissioners  
FROM: Michael Mirra, Executive Director  
RE: Moving and Storage Services Contract

## Background

On December 18<sup>th</sup>, 2009, THA issued an Invitation To Bid (ITB) for Moving and Storage Services. The moving and storage services will support construction activities at AMP1, AMP2 and AMP3, Hillside Terrace and other locations. The contractor will also provide any other moving and storage services requested by THA. The contract term will be for one year, with the option to extend for one additional year.

The ITB was published in the Skanner and on the Internet through Washington Electronic Business Solutions (WEBS) and the Bluebook, on December 18<sup>th</sup>, 2009.

The Housing Authority sent out (26) ITB's to potential bidders. Four (4) Firms submitted bids on the due date of January 13, 2010 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. Of the four bids submitted, two were responsive and responsible. The lowest bidder was Olympic Moving and Storage.

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>
Olympic Moving and Storage	\$25.00	\$32.00	\$ 9.90
Metropolitan Movers, Inc.	\$29.00	\$50.00	\$10.00
Lile Moving and Storage	\$31.80	\$35.80	\$5.00
Apex Moving and Storage	\$44.95	\$59.95	\$9.70

Olympic Moving and Storage is located in Olympia, Washington and has previous experience working with the Seattle Housing Authority and Department of Social and Human Services. Staff called references and all references returned positive experiences with the company.

The staff budget for the project is \$260,000.00 based on the following:

It is anticipated that the contractor will be moving families from THA properties as a 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.

Relocation activities are currently scheduled for AMP 1, AMP 2, and AMP 3 in 2010. In addition prior to demolition of the moving service company will provide relocation assistance to residents of Hillside Terrace 1800 and 2500 Blocks. The contractor will also provide any other moving services requested by THA throughout the duration of the contract.

**Recommendation**

Approve Resolution 2010-1-27(1) authorizing the award of Contract Number WA:5-PHA-WIDE-03-10 to Olympic Moving and Storage in an amount not to exceed \$260,000.00 without Board approval.



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2010-1-27 (1)

### MOVING AND STORAGE SERVICES

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

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

The Skanner	12/18
Washington Electronic Business Solutions (WEBS)	12/18
The Blue Book	12/18

**Whereas,** 26 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)
Olympic Moving and Storage	\$25.00	\$32.00	\$ 9.90
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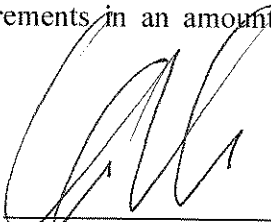
**Whereas,** Staff determined that the lowest responsive and responsible bidder is Olympic Moving and Storage; and

**Whereas,** Total financing for the work requires the use of various funding sources, including Capital Grant, American Recovery and Reinvestment Act Funds Tax Credit Equity and Federal grants and loans;

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

1. The bid for Contract Number WA:5-PHA-WIDE-03-10 for Moving and Storage Services be accepted as a fair and reasonable bid and that the contract be awarded to Olympic Moving and Storage in compliance with all bid documentation requirements in an amount not to exceed \$260,000.00 without Board approval.

Approved: January 27, 2010




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Ken Miller, Chairman