



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration to authorize the Interim President & CEO or designee to execute a contract with A-Rocket Moving & Storage, Inc.

2. Date of Board Meeting: January 26, 2021

3. Proposed Board Resolution:

Resolution:

That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with A-Rocket Moving & Storage, Inc. for individually or simultaneously moving services at various Houston Housing Authority's developments pursuant to the memorandum from Donna Dixon, Director of Community Affairs and Communications dated January 14, 2021 to Mark Thiele, Interim President & CEO.

4. Department Head Approval Signature DocuSigned by:
Donna Dixon
AA6BAFA739354A3... Date: 1/20/2021

5. Statement regarding availability of funds by VP of Fiscal Operations

Funds Budgeted and Available Yes No Source _____

VP of FO Approval Signature DocuSigned by:
Mike Rogers
3FC87AD4710742D... Date: 1/20/2021

6. Approval of President & CEO
Signature DocuSigned by:
Mark Thiele
6072D2C8367A4C7... Date: 1/20/2021



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MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: DONNA DIXON, DIRECTOR OF COMMUNITY AFFAIRS AND COMMUNICATIONS
SUBJECT: CONSIDERATION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH A-ROCKET MOVING & STORAGE, INC.
DATE: JANUARY 14, 2021

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with A-Rocket Moving & Storage, Inc. to perform individually, or simultaneously moving services at various HHA's Developments.

BACKGROUND:

The Houston Housing Authority is seeking moving services to relocate residents from various HHA developments due to RAD, the TxDOT highway extension, and building rehabs. They are expected to:

- Perform the required moving services at any of HHA's Developments, some of which are multi-storied, once notified by HHA's Project Manager who will specify the destination where the tenant is moving to;
- Perform an inventory of the tenant's personal items prior to packing their items, and provide them with a copy of their inventory list;
- Ensure the tenants' personal items are securely placed and professionally wrapped in the appropriate box(es) in accordance with industry standards; and
- Once delivered to the specified location(s), the tenant's personal items will be unpacked, and the contractor will be responsible for removing all trash and refuse

In October of 2020, HHA's Procurement Department posted RFP 20-50 Moving Services on the Procurement Department's web page and requested a legal notice be published in the Houston Business Journal, Houston Chronicle, and Forward Times Newspapers.

Interested parties could access RFP 20-50 by going to the websites of the Greater Houston Black Chamber of Commerce (GHBCC); the Houston Minority Supplier Development Council (HMSDC); the City of Houston Office of Business Opportunity (OBO); the Houston Chapter of the National Association of Minority Contractors (NAMC); and the Houston Office of U.S. Small Business Administration (SBA).

All responses to RFP 20-50 received by HHA by the specified due date would be scored based on the following published scoring criteria:

Item	Criteria	Maximum Points
1	Company Profile	20
2	Capacity	25
3	Project Methodology	35
4	Fees	60
5	Cost Control	40
6	Customer Service	25
7	M/WBE Participation	10
8	Section 3 Participation	10
TOTAL POINTS		225

EVALUATION PROCESS:

On November 13, 2020, HHA's Procurement Department opened the following sealed responses, which were subsequently scored by an Evaluation Committee comprised of: Donna Dixon, Director of Community Affairs and Communications, Gilda Jackson, Director of Client Services and Alan Isa, Policy Analyst.

Rank	Proposer	M/WBE	Score
1	A-Rocket Moving & Storage, Inc.	MBE	208.33
2	East End Transfer & Storage	WBE	182.60
3	RoadRunner Moving & Storage	N/A	167.97

For over 62 years, A-Rocket Moving & Storage, Inc. has earned a stellar reputation for professionalism and reliability. A-Rocket Moving & Storage, Inc. is a full-service moving company that has successfully provided various moving services to HHA in the past. There are no conflicts of interest, and A-Rocket Moving & Storage, Inc. is not on the HUD Debarment List.

RECOMMENDATION

Accordingly, I recommend that the Board considers this resolution, which states:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with A-Rocket Moving & Storage, Inc. for individually or simultaneously moving services at various Houston Housing Authority's developments pursuant to the memorandum from Donna Dixon, Director of Community Affairs and Communications dated January 14, 2021 to Mark Thiele, Interim President & CEO.