



# City of Austin

## Recommendation for Action

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**File #: 24-5698, Agenda Item #: 10.**

10/10/2024

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### **Posting Language**

Authorize negotiation and execution of a contract for executive relocation services with Cartwright International Van Lines, Inc. d/b/a Cartwright Relocation Services, for up to five years for a total contract amount not to exceed \$1,500,000.

### **Lead Department**

Financial Services Department.

### **Client Department(s)**

Human Resources Department.

### **Fiscal Note**

Funding in the amount of \$30,000 is available in the Fiscal Year 2024-2025 Operating Budget of the Human Resources Department.

Funding for the remaining contract term is contingent upon available funding in future budgets.

### **Purchasing Language:**

The Financial Services Department issued a Request for Proposals solicitation RFP 5800 SLW3019 for these services. The solicitation was issued on May 27, 2024, and closed on June 27, 2024. Of the six offers received, the recommended contractor submitted the best evaluated responsive offer. A complete solicitation package, including a log of offers received, is available for viewing on the City's website. This information can currently be found at

[https://financeonline.austintexas.gov/afo/account\\_services/solicitation/solicitation\\_details.cfm?sid=140563](https://financeonline.austintexas.gov/afo/account_services/solicitation/solicitation_details.cfm?sid=140563).

### **MBE/WBE:**

This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9B (Minority-Owned and Women-Owned Business Enterprise Procurement Program). For the services required for this solicitation, there were insufficient subcontracting opportunities and an insufficient number of certified M/WBEs; therefore, no subcontracting goals were established. However, the recommended contractor identified subcontracting opportunities.

### **For More Information:**

Direct questions regarding this Recommendation for Council Action to the Financial Services Department - Central Procurement at [FSDCentralProcurementRCAs@austintexas.gov](mailto:FSDCentralProcurementRCAs@austintexas.gov) or 512-974-2500. Respondents to the solicitation and their Agents should direct all questions to the Authorized Contact Person identified in the solicitation.

### **Additional Backup Information:**

The Human Resources Department manages, leads, and facilitates all executive relocation assistance services for newly hired executive level employees that live outside of the Austin Metropolitan area upon hire. While the City provides funding for relocation to within the Austin Metropolitan area, this process currently

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relies on the new executive leading their own relocation, including scheduling trips for property tours, collecting quotes for relocation, and finding new housing. With this contract, the City will work with a relocation services provider allowing the new executive to have one point of contact to assist them with all relocation needs.

Cartwright International Van Lines, Inc. d/b/a Cartwright Relocation Services has a proven track record of providing relocation assistance services to executives for large municipalities or organizations. They will be responsible for the entire relocation process from assessing the executive's needs to arranging all aspects of relocating all members of the executive's family members, including paying all associated expenses within the City's Relocation Guidelines. An expense report will be provided to the City after the completion of the relocation with all costs associated with the service provided.

This is a new contract. Requested authorization is determined using historical relocations conducted on an as-needed basis.

An evaluation team with expertise in this area evaluated the offers and scored Cartwright International Van Lines, Inc. d/b/a Cartwright Relocation Services as the best to provide these services based on price, small business preference, local business preference, capacity to provide service requirements, demonstrated applicable experience, qualification and experience of staff, and portfolio of executive services.