

CHIEF ADMINISTRATIVE OFFICE
Procurement and Contracts Division

Date Received
6/16/2023

NON-COMPETITIVE PURCHASE REQUEST JUSTIFICATION

Required for all (non-emergency) sole source acquisitions in excess of \$5,000.00 and sole source service requests in excess of \$100,000.00.

This justification document consists of three (3) pages. All information must be provided and all questions must be answered. **Department Head approval is required.**

Requesting Department Information

Department: 06-Central Services	Org Code: 0635000	
Contact Name: Matthew McKain	Subobject: []	User Code: []
Telephone: 530-621-5974	Fax: []	

Required Supplier / Vendor Information

Vendor / Supplier Name: Mother Lode Van & Storage, Inc.	Vendor / Supplier Address: 11255 Pyrites Way, Ste 400
Contact Name: Brian Larson	Rancho Cordova, CA 95670
Estimated Purchase Price/Contract Amount: \$250,000	Vendor / Supplier Email Address: Brian@mlvs.com
Telephone: []	Fax: []

Provide a brief description of the request, including all goods and/or services the vendor/supplier will provide and supporting exemption reference from Board Policy C-17 - Procurement Policy:

Contractor provides moving services and modular furniture disassembly, inventory, removal, re-installation services, and collection and disposal services for County surplus property on an as-needed basis for various County facilities.

Section 3.4 Subsection 2. Sole Source/Single Source - subsection (f) the procurement is for services where the continuity of providers will provide efficiency or critical knowledge, and other providers of the services cannot provide similar efficiencies or critical knowledge;

Department Head: Jon Manning
Signature

Purchasing Agent: Michelle Wiermi
Signature

Board of Supervisors:
Date: []
Item: []

P&C Assignment:
Assigned To: Matthew McKain
Date: 6/16/2023

A. The good/service requested is restricted to one supplier for the reason stated below:

1. Why is the acquisition restricted to this goods/services supplier? (Explain why the acquisition cannot be competitively sourced. Explain how the supplier is the only source for the acquisition.)

Contract was initially awarded for \$75,000 for a one-year term under the provisions of C-17 Section 3.4. Facilities Division notified P&C that they have multi-department moves scheduled that will require additional funding. Due to timing of the moves and the amount of time required for a formal competitive process the Facilities Division is requesting the additional funding with a non-competitive justification request.

2. Provide the background of events leading to this acquisition.

Contract was initially awarded for \$75,000 for a one-year term. Facilities Division notified P&C that they have multi-department moves scheduled that will require an estimated additional \$100,000 in funding. Since this is a County-wide agreement we are requesting an additional \$175,000 to cover anticipated department expenditures through the remaining contract term.

3. Describe the uniqueness of the acquisition. (Why was the goods/services supplier chosen?)

Contractor was initially selected under the provisions of C-17 Section 3.4.

4. What are the consequences of not purchasing the goods/services or contracting with the proposed supplier?

Facilities Division would be delayed in moving departments into new Ponderosa building which would have operational implications for the Elections Department, courts, and other impacted departments.

5. What market research was conducted to substantiate no competition, including the evaluation of other items or service providers? (Provide a narrative of your efforts to identify other similar or appropriate goods/services, including a summary of how the department concluded that such alternatives are either inappropriate or unavailable. The name and addresses of suppliers contacted and the reasons for not considering them must be included OR an explanation of why the survey or effort to identify other goods/services was not performed.)

Although there are other moving companies in the greater Sacramento area the County has contracted with this firm for the subject services for at least three years now and has been satisfied with the services provided by the Contractor.

B. Price Analysis:

1. How was the price offered determined to be fair and reasonable? (Explain what basis was used for comparison and include cost analysis as applicable.)

No price analysis has been conducted.

2. Describe any cost savings or avoidance realized (one-time or ongoing) by acquiring the goods/services from this supplier.

Cost avoidance is realized by not delaying department moves and potential downrange negative impacts to the Elections Department.